

10 February 1978

MEMORANDUM FOR: [REDACTED]  
Chairman, Micrographics Task Force

FROM : [REDACTED]  
Chief, Micrographics Program Branch

SUBJECT : External Forces Impacting on the Agency's  
Micrographics Program

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1. There are four government-wide groups that currently impact on the Agency's Micrographics Program:

a. The National Archives and Records Service/GSA as provided in 44 USC Chapters 29 and 33 issues standards and regulations for using micrographics technology in the creation, use, storage, retrieval, preservation and disposition of Federal Government Records. These standards and regulations are found in CFR 41, subpart 101-11.5, Microfilming. This subpart is presently being revised and the revision will soon appear in the Federal Register. The revision will provide for a more extensive role by NARS in the Agency's micrographics program by including inspection by NARS of Agency micrographics programs, by requiring reporting by Agencies to NARS of their micrographics activities, and by requiring that Agencies assign the management of its micrographics activities to a specific official.

b. The Joint Committee on Printing is increasing its interest in the use of micrographics in the Government. (See Paragraph 30 of Government Printing and Binding, Regulation No. 24). The Honorable Howard W. Cannon, Chairman of the Joint Committee, recently asked for a report from all Federal Departments and Agencies concerning plans to use microfilm. (See Executive Registry document #5735). This interest is in conjunction with the Joint

Committee's authorization to the Public Printer to convert certain non-G.P.O. and G.P.O. documents to microfilm for distribution to the Depository Library system. CIA is a participant in the Depository Library Program. I believe that this Committee will continue to focus on the use of micrographics in the Federal Government.

c. Under provisions of Public Law 89-306 and Executive Order 11717, the Secretary of Commerce is authorized to establish uniform ADP Standards. This is accomplished by the National Bureau of Standards through the Federal Information Processing Standards Coordination and Advisory Committee (FIPSCAC). In December 1974, FIPSCAC established the Computer Output Microfilm (COM) Standards Group (FIPS/TG-18) to standardize COM to meet Federal Agency needs. In December 1975, proposed standards were published in the Federal Register. Due to many comments from several Agencies, the standards were never accepted. Therefore, FIPS/TG-18 continues to meet and work on standards that hopefully will be applicable to the entire Micrographics Industry. The final standards developed by FIPS/TG-18 will be presented to the National Micrographics Association (NMA) for consideration and possible publication as a NMA recommended practice. If NMA publishes the standards as a recommended practice, then FIPS will, of course, adopt it for use in the Federal Government. In the event NMA will not publish it for industry-wide use, FIPS will publish it for use throughout the Government. A member of MPB participates in the FIPS/TG-18 meetings.

d. The Information Handling Committee established a Micrographics Working Group (IHC/MWG) in June 1975. (Ref. IHC-M-21/75 dated 3 June 1975). This group was to provide a forum for the development of uniform procedures for the exchange of microforms within the Intelligence Community. The group has held 28 meetings and has published Standards for Microfiche Copies of Intelligence Documents and Annex A - Quality Control, May 1977. Uniform application of these standards will be mutually beneficial to all members of the Intelligence Community and will permit the development of systems and the procurement of equipment with the assurance of future compatibility and usability. The problem here is that the several

micrographics production facilities in the Agency are not compatible, and while some can conform to the IHC standards with existing equipment, others cannot. However, we have the capability and capacity in the central micrographics facility to produce all CIA microforms so that they meet all IHC and other standards.

2. The activities of the various groups described above have not caused the problems and inefficiencies with the Agency's micrographics production; they have simply brought them into focus. Also, I am not suggesting that the Agency make changes or consolidate activities solely to conform to some arbitrary standards; we should consolidate as much as possible because of the obvious economies and efficiencies inherent in such action. I believe with the expected increased oversight by NARS and the Joint Committee on Printing over the micrographics activities of the Federal Government, it is going to be more difficult to justify dual facilities and partial or no compliance with government-wide and/or community-wide standards and procedures.

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Attachment: CFR 41, Chapter 101,  
subpart 101-11.5